

Authority: Approved by the Vice President for Human Resource
副学長（人事担当）決定

Guidelines for the Implementation of the Officers Retirement Allowance Plan 役員退職手当制度の実施に関するガイドライン

1. Purpose/目的

このガイドラインは、「基本方針・ルール・手続き」（以下「PRP」という。）35.2.2.3の規定 [\[link: 35.2.2.3\]](#) に基づき、学校法人沖縄科学技術大学院大学学園（以下「学園」という。）の常勤役員を対象とする役員退職手当制度の実施に必要なルールの詳細を定めることを目的としています。

The purpose of these guidelines is to provide the details of the rules necessary for the implementation of the Officer Retirement Allowance Plan (ORAP) for Full-time Officers of the OIST School Corporation (Corporation), based on the provision of 35.2.2.3 of the Policies, Rules and Procedures (PRP). [\[link: 35.2.2.3\]](#)

2. Reappointment/ 再任等の場合の取扱い

2.1 常勤役員が、任期満了の日又はその翌日に同一の役職の役員に再任されたときは、引き続き当該役員として在職したものとみなします。

When a Full-time Officer is reappointed to the same position on the day of or the day after the expiration of his/her term of office, the said officer shall be deemed to continue to serve the position consecutively.

2.2 常勤役員が、任期満了の日以前又はその翌日において、役職を異にする役員に任命されたときは、当該役員に支給する退職手当の額は、異なる役職の在職期間ごとにPRP 35.2.2.1 [\[link: 35.2.2.1\]](#) の計算を行って得た額の合計額とします。

When a Full-time Officer is appointed to a different Full-time Officer's position before, on the day, or the day after the expiration of his/her term of office, amount of the Retirement Allowance to the said Officer shall be the sum of the amounts calculated by applying the formula specified in PRP 35.2.2.1 [\[link: 35.2.2.1\]](#) for each different position.

2.2.1 役職別に計算した在職期間の合計が、最初の職の任命日から最後の職の退職の日までの在職期間を上回ることがあります。そのような場合には、端数が最も短い在職期間（端数の長さが同じときは、後の役職の在職期間）から1月減らし、

これを上記の二つの期間が等しくなるまで繰り返します。

The sum of the number of months of service calculated for each different position may be longer than the total number of months of service from the date of appointment to the initial position to the date of leaving the last position. In these cases, the number of months of service with the smallest fraction (or the number of months of service at the latest position, when the lengths of the fractions are the same) shall be reduced by 1 month; this shall be repeated until these two numbers of months become equal.

2.2.2 P R P 35.2.2.1.2 [\[link: 35.2.2.1.2\]](#) の業績勘案率については、当該異なる役職ごとに算定します。

The Performance Evaluation Rate prescribed in PRP 35.2.2.1.2 [\[link: 35.2.2.1.2\]](#) shall be determined for each different position.

3. Payment to Bereaved Family/ 遺族への支払い

3.1 P R P 35.2.2.2 に規定する遺族の範囲は、以下のとおりとします。

- (1) 配偶者（婚姻の届出をしないが、定年制職員の死亡当時、事実上婚姻関係と同様の事情にあった者を含みます。）
- (2) 子、父母、孫、祖父母、兄弟姉妹及びその他の親族で、定年制職員の死亡当時、主としてその収入によって生計を維持し、又は生計を共にしていた者
- (3) 子、父母、孫、祖父母及び兄弟姉妹で前号に該当しない者

The scope of Bereaved Family prescribed in PRP 35.2.2.2 shall be as follows:

- (1) Spouse (including a person in a relationship with the officer where marital relationship is de facto, though a marriage has not been registered),
- (2) Children, parents, grandchildren, grandparents, siblings and other relatives whose livelihood depended primarily on the income of the officer or who live within the same household, when the Officer dies, and
- (3) Children, parents, grandchildren, grandparents and siblings other than those stipulated under (2) above

3.2 退職手当を支給する遺族の優先順位は、3.1 の各号の順及び各号内に記載された順によることとします。

The order of precedence for payment of the Retirement Allowance shall be the order in which they are listed in 3.1 and in each item of 3.1.

3.3 退職金の支給を受けるべき同順位の者が2人以上ある場合には、その人数によって等分して支給します。

When two or more Bereaved Family members have the same precedence for payment, the Retirement Allowance shall be equally divided by the number of such

individuals.

4. Exceptional Treatment for Seconded Officers/出向役員等に関する例外取扱い

4.1 出向役員が退職し、かつ、引き続いて国家公務員となったときは、PRP 35.2.2.2の規定にかかわらず、当該出向役員に対し退職手当は支給しません。

Notwithstanding the provision of PRP 35.2.2.2, when a Seconded Officer leaves the position and then subsequently becomes a National Government Official, the Corporation shall not pay the Retirement Allowance to the said Seconded Officer.

4.2 出向役員のうち、4.1に該当する者以外の者の退職手当の額については、PRP 35.2.2.1の規定にかかわらず、当該退職の日に国家公務員に復帰し国家公務員として退職したと仮定した場合の、国家公務員退職手当法（昭和28年法律第182号。以下「退職手当法」という。）の規定を準用して計算した国から支給される退職手当の額に相当する額とします。

Notwithstanding the provision of PRP 35.2.2.1, the amount of the Retirement Allowance to a Seconded Official who does not fall under 4.1 shall be equivalent to the amount of the retirement allowance paid by the National Government calculated by applying the provisions of the National Government Employees etc. Retirement Allowance Act (Act No. 182, 1953. Hereinafter “Act.”), assuming that the said Seconded Official returns to be a National Government Official on the date of leaving the position of the Officer and then leave the national government within the same day.

4.2.1 4.2の場合において、退職手当法第7条に規定する在職期間については、学園における当該役員としての在職期間に、当該役員として出向する前の国家公務員としての在職期間を加えた期間とします。また、退職の日における基本給月額額は、当該役員が出向役員となるために国家公務員を退職した日における国家公務員としての俸給月額を基礎とし、当該役員の役員としての引き続きいた在職期間等を勘案し、理事会が別に定める額とします。

In the calculation of 4.2, the years of service prescribed in the Article 7 of the Act shall be the sum of the length of service at the said Officer’s position at the Corporation and the length of service at the position of a National Government Official before being seconded to be the said Officer; the amount of monthly basic salary as of the date of retirement shall be separately determined by the Board of Governors, based on the amount of the monthly base salary of the date when the person leaves the position of National Government Official to become a Seconded Officer, and taking the length of service at the position of the said Officer and other relevant matters into consideration.

4.3 4.1と同様に、常勤役員が理事会又はその委任を受けた者の要請に応じ、国家公務

員となるため退職をし、かつ、引き続いて国家公務員となった場合には、PRP 35.2.2.2の規定にかかわらず、退職手当は支給しません。

Similarly to 4.1, notwithstanding PRP 35.2.2.2, when a Full-time Officer leaves the position to become a National Government Official, at the request of the Board of Governors or a person to whom the Board of Governors delegated its authority of appointment, and then subsequently becomes a National Government Official, the Corporation shall not pay the Retirement Allowance to the said Officer.

5. 支払の差止め及び返納等/ Suspension and Return

退職をした常勤役員が、その在職期間中の行為に係る刑事事件に関して逮捕されたときや、禁錮以上の刑に処せられたときなど、特別な事情がある場合には、退職手当の支払いを差し止める処分、又は退職手当の額の全部若しくは一部の返納を命ずる処分を行うことができます。差止め及び返納に関する具体的な条件及び手続き等については、退職手当法第13条から第17条の関係規定を準用します。この場合において、これらの規定の中の字句については、次のとおり読み替えます。

- ・ 職員： 役員
- ・ 退職手当管理機関： 理事会
- ・ 懲戒免職等処分： 寄附行為第11条1項に基づく解任
- ・ 公務： 学校法人沖縄科学技術大学院大学学園の業務

The Corporation may suspend a payment of the Retirement Allowance or order the recipient of the Retirement Allowance to return all or a part of the amount of the Retirement Allowance, if there is a special circumstance, such as; a retired Officer is arrested or punished by imprisonment without work or severer punishment for criminal acts he/she committed within the period he/she serves as an Officer. With respect to more specific conditions and procedures concerning the suspension and return, the applicable provisions of the Article 13 to 17 of the Act shall apply mutatis mutandis. In this case, the phrases in the provisions shall be deemed to be replaced as follows;

- employee: officer
- the Organizations for Management of Retirement Allowances: the Board of Governors
- disciplinary dismissal and other punishments: dismissal under the Item 1, Article 11 of the Bylaws of the OIST School Corporation.
- public service: business of the OIST School Corporation

6. 端数の処理/ Handling of Fractions

退職手当の計算の結果生じた100円未満の端数は、これを100円に切り上げるものとしま

す。

In the calculation of Retirement Allowances, fractions less than 100 yen shall be rounded up to the nearest 100 yen.

7. その他/ Other Matters

このガイドラインに定めることのほか、退職手当制度の実施に必要な事項は、別に定めません。

In addition to the rules provided by these guidelines, the matters necessary to implementation of the Officers Retirement Allowance Plan shall be stipulated separately.

8. 連絡先/ Contacts

8.1 本ガイドラインの所管/ Owner of these Guidelines:

副学長（人事担当）

Vice President for Human Resource

8.2 その他の連絡先/ Other Contacts

人事マネジメントセクション

HR Management Section

9. 定義/ Definitions

9.1 「常勤役員」とは、理事長、副理事長、常勤の監事をいいます。

“Full-time Officers” refer to the Chief Executive Officer, the Vice Chief Executive Officer, and the full-time Auditor.

9.2 「出向役員」とは、任命権者又はその委任を受けた者の要請に応じ、引き続いて学園の常勤役員となるため国家公務員を退職し、かつ、引き続いて学園の常勤役員となった者のことをいいます。

“Seconded Officer” refers to a Full-time Officer who left a position of the National Government, at the request of the appointer of the position or the person with consigned authority of appointment, to become a Full-time Officer of the Corporation, and then subsequently became the Full-time Officer of the Corporation.

9.3 国家公務員とは、退職手当法第2条第1項に規定する職員のことをいいます。

“National Government Official” refers to the employees prescribed in the Article 2-1 of the Act.